

815505/31/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: ECONOMIC DEVELOPMENT MANAGER (NON-CLASSIFIED)

DEFINITION

Under direction, plans, organizes, directs, and participates in the development and implementation of a proactive business retention and attraction program that expands business opportunities and enhances the city's job and revenue base; serves as a coordinator for major or multiple projects; prepares reports; and performs other related duties as assigned.

REPORTS TO: Development Director for the City Manager. (Note: This position is appointed by the City Manager).

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will" and is exempt from classified service and serve at the pleasure of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Development Director and City Manager. May also receive special assignments from the Assistant City Manager/Development, and the Mayor. Exercises general supervision over professional, para-professional, technical, and clerical staff as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, organize, assign, review, and participate in major economic development and business attraction and retention projects in the City of Riverside; plan and implement programs to stimulate commercial and industrial development in the City.
- Direct, coordinate, monitor, and evaluate the strategies, programs, and activities to ensure business retention, expansion.
- Manage the development of major economic studies relating to targeted areas, industries, and development programs; assist with the preparation of long-range plans and special studies in coordination with City departments and other public agencies;
- Conduct special studies and analyses; prepare and submit comprehensive reports on all aspects of assigned programs and projects.
- Identify and market sites for business development.
- Write grant applications for federal and state loan programs; draft or review resolutions and staff reports; prepare and maintain data records and reports.
- Establish and maintain liaison with organizations, private business firms, developers, brokers, public agencies, property owners, and the general public to promote and facilitate the planning and execution of economic development activities.

- Make public presentations to legislative bodies, other public agencies, community groups, development associations, potential investors, and other major assemblages regarding the business development process or a specific project activity.
- Respond to public inquiries pertaining to business development in Riverside.
- Negotiate and administer contracts between the City and business developers; prepare contracts and other related documents between the City and business developers ensuring compliance review of such documents.
- Meet with developers of major projects and appropriate departments to identify and resolve planning needs.
- Coordinate development programs and activities with other City departments.
- Oversee the development and revision of informational materials relative to the City development process.
- Market and promote the City's Economic Development Program, initiatives, and opportunities.

QUALIFICATIONS

Knowledge of:

- Principles and practices of business retention, economic development, and problem resolution.
- Federal, state, and local resources for economic development.
- Current trends and issues in economic development.
- City organization, operations, policies, and objectives.
- Economics of real estate development.
- Principles of municipal budgeting, finance, accounting, marketing, business management, and grants applications as it relates to economic development.
- Procedures and requirements associated with the development process.
- Zoning, land use terminology, and development standards.
- Criteria used in analysis of development proposals.
- Principles and practices of organization, administration, budget, and personnel management.
- Oral and written communications skills.
- Personal computer operation and software applications.

Ability to:

- Formulate effective goals, objectives, strategies, policies, and programs.
- Plan, organize, direct, and evaluate economic development projects.
- Interpret and apply federal and state regulations pertaining to urban economic development.
- Establish and maintain cooperative relationships with a variety of citizens, public and private organizations and businesses, commissions/committees, and City staff.
- Coordinate functions and activities between departments and outside agencies.
- Represent the City effectively in meetings; prepare and deliver effective and persuasive presentations.
- Research, analyze, and present facts and circumstances of complex and multi-directed projects.
- Communicate effectively, orally and in writing.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with a Bachelor's degree in public or business administration, economics, urban planning, or a closely related field. A Master's degree or graduate level course work in a related field is desirable.

Experience: Seven years of progressively responsible experience in commercial and industrial real estate, urban redevelopment, or economic development. Experience must include three years in the management of complex urban development programs in a supervisory capacity.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class "C" Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Economic Development Manager

TO: Development Director